

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: March 23, 2015
CC: All Departments

Carter



Important Notes to All:

The March Wellness Materials have all been posted to the web. Please tell your employees! Please return your surplus inventory to Alison by CoB 03/25 together with any pictures of unique items. Remember this means we have to quickly bid out our acquisitions as well!!!

Business Session: The following supplements or substitutes for memos in your packet: N/A

Workshop: Revised Evaluation Form from staff; setting of who, does what, when, how to measure success for the Work Plan.

Weekly Activities: I met with the UNH Study Group which is working its way toward a final report to you by May 30+/- . I attended the monthly Municipal Managers Association where we received a debrief from DRA on the Town Meeting warrant and new tax rate setting software. Hopefully they will give serious consideration to a number of the suggestions made for improvement in the system. Work continued to try to wrap up a number of advertisements and RFPs so bidding can occur on our equipment purchases, Adopt A Spot, and the like so that the hand-off on April 1st is relatively burden free for the staff.

Finance & Personnel: Nothing to report this week.

Assessor: I had a meeting with Jojo Belville, DRA representative and Mike Tarello, Vision Project Manager on Friday, March 13. This was a usual startup meeting to go over the schedule for the statistical update for 2015. Also at the meeting were Carol Fucarile and Vision employees Paul Moreau and Joe Jenkins. I signed the intent to cut timber for the property located on map 014/005.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, the Highway crew posted and the seasonal road weight limits went into effect. The crew plowed and treated several east side roads from Sunday's snow. The crew also plowed several gravel roads with hills to assist residents. Severe pot holes were repaired at the beginning of Glidden Road by adding gravel and grading. The crew worked on equipment maintenance, replacing the back rack on truck #4 and repairing the airline leak on truck #3. Agent Kinmond worked on specifications for new equipment and open contracts, i.e.: Shaker Jerry Culvert replacement, Flooring, and the Neck Fire Department roofing project. Agent Kinmond also processed the department payroll. On Tuesday, the crew was called into action for storm #21, which was a 1" of snow squalls and

flurries. The crew scraped and treated all Town paved roads. The crew mixed salt with liquid deicer, and conducted a test run with the chipper, as it was not working properly in the field at last use. The staff determined that the hydraulics of the chipper appear to be in question due to the performance of the feed wheels and feed jaw. The staff videoed the testing and contacted the vendor for repair. Agent Kinmond attended a department head meeting where the TA announced his resignation effective 4/1/15. Agent Kinmond met with his staff and passed this information along and advised the staff that due to this situation that an additional burden of contract development/management and project management would result in more of his time being focused on these duties as the TA had assisted greatly in those areas. On Wednesday, Irwin Motors notified Agent Kinmond that during the repair of truck #15, they discovered a crack in the left side frame. A certified welding vendor was contacted to assess the repair and they reported that the repair could be made and would coordinate with Irwin Motors. The crew spot sanded icy spots on gravel roads, moved Town Meeting materials from the Academy to Town Hall and PSB. The crew also handled a LOF for car 132 and brake check. Agent Kinmond submitted the road project area lists to Town Hall for 2015 Road Project CSS Meeting mailer (April 20th, 6 pm). On Thursday, the crew sanded all private and Town gravel roads, and mixed salt with liquid deicer. Agent Kinmond attended and presented at the Annual NHPWA Technical Training session in Concord, and attended the BOS meeting. On Friday, the crew took the chipper for repair to the vendor in Concord and EO Wolanek provided them with a video clip of the performance issue. The crew spot sanded, plowed snowdrifts and did equipment maintenance on the grader. Agent Kinmond met with Selectman Bartlett, the new BOS liaison for the DPW and provided him with department information and a tour of the Highway shed. On Sunday, Agent Kinmond was alerted to icy roads on the Neck by a resident and contacted the on call supervisor who responded and treated the areas.

Facility & Grounds: The crew handled a couple of snow events this week, along with the weekly recyclables and general maintenance. Work orders handled were: Return of Town Meeting materials from the Academy to PSB and TH storage; Highway Garage - Mezzanine storage area reorganization, and inventory.

Waste Management: Supervisor Greenwood reported a quiet week overall and they are awaiting spring.

This Week: Equipment maintenance, state inspection preparation and pothole maintenance.

Moultonborough Police Department: The Moultonborough Police Department recorded 477 log entries, which included the following calls for service, 27 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 4 complaints, 8 MV Accidents, 0 MV Complaints, 17 residential alarms, 4 commercial alarms and 3 K-9 complaints

Training: March 17th, MPO John and Off Melanson attended NARK Field Test Training. March 20th, Administrative Assistant Welch attended NHCOPSA Training. March 20th, Comm. Spec Eldridge attended Active Shooter Training.

Moultonborough Fire Department: Year to date there has been 153 calls for emergency service. For the period of 3/13/2015 to 03/19/2015 there were 11 calls for service: There were (3) Medical Emergencies, (1) Building Fire, (1) Chimney Fire, (2) False Alarms, (1) Motor Vehicle Accident, (2) Good Intent calls, and (1) Power Line call. We received mutual aid on one call from Center Harbor, Holderness, Meredith, and Sandwich. We gave mutual aid on one call to Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:03 minutes

Overall Average Manpower per incident: 7 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 5:50 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:17 minutes

Overall Average Night/Weekend Manpower per incident: 9 Firefighters/Incident

Operations: During the week of 3/13/15 to 3/19/15 there were two occupancy inspections, one change of occupancy inspection, one brush burning notification, two fire permits were issued, one fire and life safety code consultation, one oil burner inspection, and one request for information. An EMS training on Sepsis and Septic Shock, Instructor Kelly Marsh, NREMT-P was held on 3/19/15. The NH Annual Warden and Deputy Warden Training were held on 3/18/15. On 3/19/15, the Fire Dept. was dispatched to 247 Eagle Shores Road, for a reported chimney fire that had spread to the wall of the home. Upon arrival, the Fire Department found the occupant trying to extinguish the fire with a garden hose. The chimney was actually a wooden structure that enclosed two metal flues, one for a wood burning fireplace insert and the other for an oil-fired furnace. It appears that the fire originated in the area above the fireplace insert and traveled into the wooden structure around the two metal flues and then spread into the adjoining walls and ceiling void spaces. The fire was controlled rather quickly, but an extended time was spent on scene opening up the void spaces, due to the unique architectural design of the home and extinguishing the hidden fire. One of the occupants sustained a minor burn to the hand from trying to close the damper on the fireplace and one firefighter was treated on scene for debris in the eye. The firefighter returned to duty after having the eye flushed, with no further treatment needed. The incident was a first-alarm structure fire, which brought mutual aid companies from Center Harbor, Meredith and Sandwich to the scene. Holderness covered the Public Safety Building station and responded with Moultonborough Fire Rescue's Rescue 2 and Stewart's Ambulance to one medical emergency on Wyman Trail during the structure fire. All units cleared the fire scene at 11:31 PM. This fire was contained, controlled and extinguished quickly due the training and experience of Call Company Captain Fullerton and Lieutenant Woods and their supervision of their crews. Use of Mutual Aid assistance from Center Harbor, Meredith and Sandwich, was essential for sustaining the lengthy overhaul operation. A dry hydrant was located within 1,000 feet of the incident, but water not needed. The fire was extinguished using tank water from the Moultonborough and mutual aid apparatus on scene. All Call company personnel on scene performed with professionalism and efficiency. They are a valuable resource to public safety of our communities.

Development Services: Nothing to report this week.

Town Planner: All eight of the transportation projects prioritized and approved by the Selectmen were submitted to LRPC electronically along with all reference and study documentation for their review and comment to the state prior to the deadline of 3/20. I began the process of pulling together all needed forms and the schedule for the upcoming Capital Improvement Program endeavor this year. The Town-wide Build-out Analysis has been completed by the consultant and I have completed an up-to-date Town Demography that will be used as product for analysis in the Land Use Chapter. The Planning Board will be deciding on the Master Plan Steering Committee and make-up at their meeting this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Registrations for Youth Softball are due this Friday, March 27. Early Bird registrations for T/ball are due this Friday, March 27. The first Coach Clinic for Softball is scheduled at the Academy on April 4. Dan Sturgeon will be attending Primex Training for Supervisors this week, March 24-27. The Recreation Department is currently accepting applications for summer counselors and lifeguards. We will begin reviewing applications and scheduling interviews within the next couple weeks.

Important Dates to Remember

Selectmen's Work Session, March 26, 2015, 4 PM
Selectmen's Meeting, April 2, 2015, 7 PM
Selectmen's Meeting, April 9, 2015, 7 PM
Selectmen's Meeting, April 16, 2015, 7 PM
Selectmen's Meeting, April 23, 2015, 7 PM
Selectmen's Work Session, April 30, 2015, 4 PM